

St Peters CE Primary



POOL SAFETY OPERATING PROCEDURE (PSOP)

March 2019

DETAILS OF THE POOL

The pool is an outdoor pool measuring 16.5 metres by 6 metres. The depth of the water is 0.75m in the shallow end and this falls gradually to a depth of 1.5m. Three depth signs are displayed 0.75m, 1.0m and 1.5m on the fence surrounding the pool. There is a plant room and also male and female changing rooms that make up the pool complex. In the changing rooms there are 4 showers in each of the two rooms.

The maximum bather load for the pool is 20, unless otherwise agreed with the governors.
 The pool has 4 access steps (one in each corner) with a hand rails.

POTENTIAL RISKS

Risk Assessment has been carried out to identify potential hazards and level of risk for:

<ul style="list-style-type: none"> • Unauthorised access from public 	<ul style="list-style-type: none"> • The pool is part of the school. The school is locked and has access only through a manned entry door. The site is covered by CCTV.
<ul style="list-style-type: none"> • Drowning 	<ul style="list-style-type: none"> • Qualified swimming teachers used • Correct ratios of pupil to teacher • Extra adults as spotters on poolside • High quality water • Pupils fully supervised • Life saving equipment in place
<ul style="list-style-type: none"> • Injuries such as broken bones, sprains, strains, contusions 	<ul style="list-style-type: none"> • Staff trained in first aid • Pupils supervised at all times • No running on pool side or the changing rooms.
<ul style="list-style-type: none"> • Swimming pool chemicals - toxic fumes and possible skin / eye irritation 	<ul style="list-style-type: none"> • No chemicals are stored on pool side and chemicals are only added in times of lock down. • COSHH procedures followed
<ul style="list-style-type: none"> • Slip over in changing rooms 	<ul style="list-style-type: none"> • Pupils must walk at all times and are supervised
<ul style="list-style-type: none"> • Hygiene factors: Changing room floors, 	<ul style="list-style-type: none"> • Cleaning schedule in place • Pupils shower before entering • No food or drink • Fecal and vomit procedures in place
<ul style="list-style-type: none"> • Safeguarding 	<ul style="list-style-type: none"> • Staff trained in safeguarding

USE OF THE POOL

The only persons permitted access to the pool are persons receiving aquatic instruction who are closely supervised by an aquatic instructor. The pool is locked at all times when a qualified life guard is not

A timetable is available in the office detailing all users and times for each of the class sessions.

Along with the pool rules, all new or relevant information will be displayed on the pool notice boards.

Any breach of the pool rules will result in a verbal reprimand by the teacher in charge; further breaches will result in removal from the pool. If a pupil's behavior endangers them or others they will be removed from the pool and the matter passed to the Head Teacher who will take appropriate action.

All users of the pool must wear a swimming cap with their name clearly written on the side so that the teacher can clearly identify the children in the pool.

The pupils must wear appropriate swim wear. No long shorts are allowed. No earrings are allowed. If a child can not remove their earrings then they do not swim

No diving is allowed at any time in the pool.

Additional Adults

When the pupils are swimming there will be at least one additional adult to the swimming teacher. The role of the additional adult is to help pupils change, accompany pupils who have injuries to the medical room in the school. To ring for assistance while the qualified life guard deals with incidents. They will also act as an extra pair of eyes while the pupils are swimming. It remains the responsibility of the swimming teacher to fully supervise the children in the pool at all times. The additional adult should in no way take on any lifesaving responsibilities nor should they be pool side with the children without a fully qualified lifeguard being present. All additional adults must be DBS cleared.

LIFESAVING EQUIPMENT

Lifesaving equipment is mounted in conspicuous place on the fence around the pool and is ready for use at all times. Weekly checks are carried out on the equipment to check that it is in good working order. The following equipment is poolside

- A non-conductive reaching assist with shepherd's hook at least 3.5 m in length.
- A throwing ring, securely attached to a line of at least 6mm in diameter and having a length of at least (half the width of the pool) + 3 m that is not wrapped around the throwing ring.

PUPIL RATIOS

The ratios for adult to pupil supervision are as follows

- Children under 7 or who can not swim 10 metres confidently on their front and back 1 : 12 maximum.
- Children over seven who are competent swimmers- can swim 10 metres confidently 1 : 20 maximum. There will also be two adults to help change the children under 7. Their task is just to help with the changing of the children not to be involved in any form of swimming coaching. All these volunteers will be CRB checked.
- Water Polo 1 : 20

Where the children are less confident in swimming they will stay in a roped off section, in the shallow end (0.75m – 1m) of the pool and use buoyancy aids. This is at the discretion of the swimming teacher

TEACHER QUALIFICATIONS

The swimming lessons must be lead by a fully qualified teacher of at least level 2 certificate in swimming pool supervision and rescue. At least a level 2 ASA certificate for teaching swimming.

They must also have a current lifesaving award recognised by the ASA. All records of the qualifications are copied and kept in the school office so that they can be monitored by the governors

In the event of an emergency 999 must be called using a mobile phone- if the teacher in charge has not got a mobile then the school mobile is to be taken onto pool side. It is the responsibility of the lead teacher to make sure that they have a phone available to them in case of emergency.

Where possible, all life saving should be carried out poolside using the rescue pole and life buoy provided.

WATER SAMPLING PROCEDURES

Only persons authorized by the governors will have access to the plant room. The quality of the water has been designated to the site manager of the school who has attended the Basic Pool Operators Course.

Sampling will be carried out as specified below by the site manager.

Chemical	Frequency	Acceptable parameters
Chlorine	Twice a day	0.5-1.5ppm not above 5ppm
Combined Chlorine	Twice a day	<1.0ppm
PH	Twice a day	7.2 – 7.8
Alkalinity	Weekly	80-120ppm
Cyanuric Acid	Weekly	30-50ppm not above 80ppm
Calcium	Weekly	180-220ppm
Total dissolved Solids	Weekly	200-800ppm

The temperature of the pool is check before the children swim each day the temperature should not fall below 25°C and not exceed 37°C. The ideal temperature for the pool is 28°C.

The water clarity is checked daily and monitored throughout the day. The detail on the metal grid on the bottom of the deep end should be clearly visible. If it is not then no person is permitted to swim until the water clarity has been improved.

The pool is backwashed twice a week. To ensure the water quality is at the required standard. The strainer baskets are emptied twice a week.

6. Pool Safety Plans - Cleanliness

This work is carried out by the site manger.

The pool changing rooms are cleaned twice using a disinfectant cleaner that is purchased for use in schools.

The cleaning happens during a lockdown period before and after school when no one other than the site mangers is present.

During periods of non use- winter time and summer break- the shower heads are removed and de scaled to reduce the risk of Legionella.

7. Maintenance Plan:

Maintenance Area	Frequency
Ensuring water intakes do not present a suction hazard to bathers.	weekly
Backwash the pool	Twice weekly

Ensuring nothing in the pool presents an entrapment hazard to bathers such as stairs or other physical structures in the pool water.	Daily
Ensuring all areas of the pool are sufficiently lit so that all areas are visible.	Daily
Regular testing of the function of equipment to ensure it is safe for use, and maintained in accordance with manufacturer's recommendations.	As per recommendations
Regular testing and maintaining of the surfaces of walkways, stairs, decks and tiles to ensure they haven't become a slip hazard as a result of becoming smooth and/or worn.	Weekly
Ensuring all handrails is securely attached.	Daily
Verifying the temperature of hot water (including showers) is below 49oC to avoid scald injuries.	Weekly
Ensuring recirculation system, including disinfection equipment and filters, are functioning properly.	Daily
Ensuring water depth is clearly marked in both metric and imperial units of measurement.	Check signs are in good order daily
Ensuring safe storage of chemicals.	As per COSHH guide lines
Ensuring the facility is free from sharp or blunt objects that are likely to cause injury.	Daily
Ensuring the facility is not deteriorating to allow bacterial or fungal growth, or cause injury.	Daily as part of cleaning schedule

FIRST AID SUPPLIES

The First Aid Kit is located inside the plant room

Personal protective equipment including pocket mask and gloves are also available inside the first aid kit.

The governors are responsible to ensure the First Aid Kit is stocked with the correct items.

ALARM SYSTEM

The activation button for the emergency alarm is located in the plant room and is tested weekly during the swimming season (March- October)

There is also a lock down alarm fitted on pool side.

MONITORING EQUIPMENT

Equipment servicing will be carried out as laid down in standard procedures by competent personnel/external contractors.

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Pool Rules

In our pool you must:

- Wear clean and appropriate bathing attire.
- First take a cleansing shower.
- Wear a bathing cap with your name clearly displayed

- No sharing towels
- Children are not allowed on poolside without a qualified lifeguard being present
- Report an injury suffered while in the pool enclosure, or contamination or fouling of the pool (e.g. urinating or defecating), to the swimming teacher.
- **The following is not allowed in our pool:**
- Entering the pool while ill (e.g. diarrhea or vomiting) – this includes: open sores, bandages, head colds, discharging ears or noses or infected eyes. Persons with related symptoms should not enter the pool until 48 hrs after cessation of these symptoms.
- Running, fighting or engaging in other conduct likely to cause an injury.
- Contaminating or fouling the pool.
- Diving into pool
- Bringing glass into the pool area.

Incident Response

Response Procedure

Incident

**Medical emergencies
(may expand to include
procedures for specific
incidents)**

- Apply first aid as necessary
- call ambulance
- Explain nature of emergency
- Explain best place for them to meet staff
- Send someone to meet ambulance and direct them to most practical entrance

**Patron's hair caught in
water intake**

- shut off pumps
- cut hair with scissors to extract person
- clear pool
- call ambulance
- First Aid/AR as necessary.....

**Patron held on to pool
drain by suction**

- clear pool
- Shut off pumps
- call ambulance
- First Aid/AR as necessary.....

**Missing person
Fecal accident**

- Clear pool
- Clear pool
- Follow fecal accident procedure
- Record incident in water maintenance log

**Blood or bodily fluid
clean up**

- Clear pool
- Wear protective gloves
- Disinfect the area
- If in the water follow Fecal accident procedures.

Important Phone Numbers

Contact

Phone Number

Ambulance, Fire, Police 999
 Pool Manager 07944696620 or 07766812050
 Health Authority 01992 566140
 Chemical spill 0800 592827
 Gas Leak 0800 111 999
 Poison Control NHS 111

PROTOCOL FOR HANDLING FECAL ACCIDENTS IN SWIMMING POOL WATER

A diarrhea fecal accident is a higher risk event than a formed stool accident. With most diarrhea illnesses, the number of infectious germs found in each bowel movement decreases as the diarrhea comes to an end and the person's bowel movements return to normal. Therefore, a formed stool is probably less of a risk than a diarrheal accident that you may not see.

A formed stool may contain few illness causing germs. You won't know. The germs that may be present are less likely to be released into the pool because they are mostly contained within the stool. However, formed stool also protects germs inside from being exposed to the chlorine in the pool so prompt removal is necessary.

There are two different procedures recommended for disinfecting swimming pool water that has been contaminated by fecal/vomit accidents. Depending on the type of contamination, one of these procedures should be followed to protect the public and facility staff from infection or illness.

Procedure A should be followed when the pool water is contaminated with **normally formed stools**. Quick action on the part of the pool operator is likely to kill any pathogens associated with this type of contamination.

Procedure B should be followed when the pool water is contaminated with **watery stool**. Organisms that are sensitive to chlorine, and parasites such as *Cryptosporidium* or *Giardia*, that are not sensitive to chlorine, can be introduced to pool water by liquid diarrheal stools, and special care must be taken to prevent illness associated with organisms.

Procedure A – Pool Water Contaminated With Normally Formed Stool or Vomit

1. Evacuate the pool immediately.
2. Remove fecal material from the pool using a scooping device and dispose of stools into a toilet or if possible vacuum directly to waste.
3. Clean and disinfect all equipment used for removing the fecal material, with a detergent solution, followed by a chlorine solution (e.g. 1 part bleach to 9 parts water) and allow a contact time of at least 15 min.
4. Maintain the chlorine concentration at 2 ppm for at least 25 min before re-opening the pool.

Note: pH must be maintained between 7.2 and 7.5 to ensure chlorine effectiveness.

5. Test the water to ensure the chlorine and pH meet regulatory requirements prior to re-opening the pool. Take samples for bacterial analysis (i.e. total coliforms and fecal coliforms).
6. Document in your logbook all steps taken, and all analytical results obtained.

Procedure B – Pool Water Contaminated With Diarrhea

1. Evacuate the pool immediately.
2. Remove any visible stool with a scooping device or vacuum and dispose of the material into a toilet or directly to waste.
3. Clean and disinfect all equipment used for removing the fecal material, with a detergent solution, followed by a chlorine solution (e.g. 1 part bleach to 9 parts water) and allow a contact time of at least 15 min.
4. Provide enough chlorine to ensure a CT (Concentration/Time) Value of 15,300.

Note: A CT Value of 15,300 is any combination of chlorine concentration and time, in minutes that will yield 15,300.

(e.g. Raising the chlorine residual to 20 ppm, and running the recirculation equipment for 12.75 hrs will provide a CT of 15,300, if the pH is maintained at 7.5 or less and the temperature at 25°C (77F) to ensure chlorine effectiveness. (i.e. 20 ppm X 12.75 hrs X 60 min/hr = 15,300)). (Ensure the pool equipment can withstand the high chlorine concentration)

5. Clean and brush down the walls of the pool, the skimmer housings, and skimmer baskets.
6. Backwash the filters to waste.
7. Disinfect the filters using one of the procedures listed:
 - a. **Sand Filters** – Add 30 L of sodium hypochlorite into the filter and let stand 6 to 8 hrs. Amount of sodium hypochlorite added to filters may vary depending on filter size (i.e. Larger filters will require more sodium hypochlorite). Backwash again.
8. Disinfect the deck area surrounding the swimming pool with 100 ppm chlorine (bleach) solution or equivalent.
9. Restart the recirculation system and test the water to ensure the chlorine and pH meets regulatory requirements prior to re-opening the pool. Take samples for bacterial analysis (i.e. total coliforms and fecal coliforms – **One sample should be taken for each analysis at a water depth of at least 1 ft below the water's surface**)
10. Document all steps taken and all analytical results obtained in your logbook.

Procedure C – Fecal Accidents or Vomiting on the Pool Deck, Washrooms or Other Common Areas

From time to time vomiting and fecal accidents occur in areas of the facility outside of the pool basin. Appropriate steps must be taken to clean and disinfect the contaminated area to protect employees and patrons. These steps include:

1. Remove and dispose of all fecal material/vomitus into a toilet.
2. Wash the contaminated area with soap and water, flushing all waste away from the pool.
3. Clean and sanitize the area with a detergent solution, followed by a chlorine solution (e.g. 1 part bleach to 9 parts water) and allow a contact time of at least 15 min.

NOTE: Always wear gloves when cleaning these types of accidents

Signed

Name

Date March 2019

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